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**Kamal Khan**

**Email:** **Kamalkhanco17@gmail.com**

**Apply For the Post of: “Data Assistant"**

**PERSONAL DETAIL:**

Father’s Name **:** Rasool Ghulam Khan

Domicile **:** Bannu,KPK

Nationality **:** Pakistani

D.O.B **:**  12-02-1994

Gender : Male

Religion **:** Islam

CNIC # **:** 11101-8488082-1

Contact No **:** 0332-8080277

Add**ress:** Vill:& P/O Nar JaffarKhan Tehsil& District Bannu.

**QUALIFICATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exam** | **Passing Year** | **Obtained Marks** | **Total Marks** | **Board/University** |
| **S.S.C** | 2009 | 550 | 1050 | BISE Bannu |
| **F.S.C** | 2011 | 581 | 1100 | BISE Bannu |
| **B.A** | 2013 | 273 | 550 | UST Bannu |
| **M.S.C (SSPE)** | 2015 | 1254 | 2200 | Gomal UST DI Khan |

**PROFESSIONAL QUALIFICATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exam** | **Passing Year** | **Obtained Marks** | **Total Marks** | **Board/University** |
| **C.I.T** | 2011 | 92 | 100 | Phoenix Computer Center SeraiNaurang |
| **D.I.T** | 2015 | 993 | 1400 | BTE Peshawar |
| **B.ED** | 2016 | 575 | 900 | A.I.O.U Islamabad |

**TRAINING:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.NO** | **Name of Organization** | **Training Name**  | **Duration** | **Total** |
| **From**  | **To**  |
| 1. | Directorate of Information Technology  | ***[P.M.I.S]*** | 22-07-2013 | 25-07-2013 | 04 days  |

**EXPERICNE**

1. Worked as a **Computer Operator** in (Home Deptt: 3 years and 6 months.
2. Worked as **Cashier** in **Computerization of Arms License** 1 year and 2 months
3. Worked as a **Clean Water Coordinator** in (**Al-Khidmat Foundation** duration 2 Years.
4. Worked as a **Enumerator**  in **APEX Consulting Pakistan.**
5. Worked as **Vaccinators** in EPI Polio Program duration 7 months.
6. Worked as a **City Monitor** **in National AIDS Control Program** duration 1 month.
7. Worked as a **ALSM** in **Chip Training and Consulting** duration four months.
8. Worked as a **ALSM** in **People Organization** duration 1 year and 1 month.
9. Worked as a **Social Mobilizer** in **CDP Organization** duration 1 year.
10. Worked as a **Logistic Officer Apex Consulting Pakistan.**
11. Worked as a **Social Organizer** in **Care Organization Bannu.**
12. **Worked as a "ALSM" in People Organization Bannu**

**RESPONSIBILITIES:**

1. **Social Organizer** is responsible for Supportive and Active supervision of their enumerator teams begin by reviewing assigned field areas and prepare and efficient route proper implementation of sampling methodology and administration of questionnaire.
2. Data entries, email, dispatch, office work, and Fax handling.
3. Office dealing Assistant.
4. Supervision & coordination with allTeams as well as with community.

**REFERENCES:**

1. Obaid Ullah Khan Deputy Director (DGRE/NCHD).
2. Cell No:0300-9011467, Obaidullah.care@gmail.com
3. Jalal Shah (District President) in Al-Khidmat Foundation DisttBannu.

Emil: shahjalal.bannu@gmail.com. Cell No: 0333-9731371

**SKILLS SUMMARY:**

1. Software In stallion.
2. Microsoft windows and offices.

**OTHER SKILLS:**

1. Operating windows 2007-2008/2010
2. Microsoft Office,2010/2007
3. Typing speed 30 WPM, In page 25,WPM

**HOBBIES:**

1. Net surfing
2. Reading computer books
3. Reading newspaper
4. Sports Cricket
5. Reading Islamic Books
6. Reading General Knowledge Books

**LANGUAGE:**

1. Pashto 2. Urdu 3. English